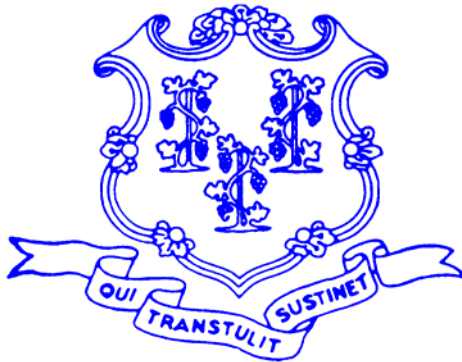


State of Connecticut
Building Code Enforcement
Pre-Licensure Program



Application

Department of Public Safety
Division of Fire, Emergency & Building Services
Office of State Building Inspector
Office of Education & Data Management
1111 Country Club Road
Middletown, Connecticut 06457

TELEPHONE: (860) 685-8912 / 8330
FAX: (860) 685-8611

WEBSITE: <http://www.ct.gov/dps>

This Program is made possible through the Code Training and Education Fund.
Revenue for the fund comes from assessments on building permits.



STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC SAFETY
DIVISION OF FIRE, EMERGENCY AND BUILDING SERVICES

TO: Applicant for the Pre-Licensure Program

FROM: Office of Education and Data Management

SUBJECT: **Building Code Enforcement Pre-Licensure Program Application**

This information has been developed by the Department of Public Safety Division of Fire, Emergency and Building Services, Office of Education and Data Management, to provide definitions, application and regulations for the building code enforcement pre-licensure program.

The pre-licensure program was developed to assist qualified candidates in examination preparation. This program is made possible through the Code Training and Education Fund.

Satisfactory completion of all required modules and maintaining a passing cumulative grade point average for the licensure classification, shall be required prior to issuance of a license.

Application Deadline: November 4, 2005

Training Program Dates: January 4 – May 24, 2006

(Subject to change for inclement weather.)

Please type or print clearly the application in its entirety, any missing information may result in delays or prevent admittance to the pre-licensure program. **Mail only** the completed **Application Form** and any required documentation to:

CT Department of Public Safety
Office of Education and Data Management
1111 Country Club Road
Middletown, CT 06457
Attention: Licensure Application Section / 3-C

If there are any questions, please contact the Office of Education and Data Management at (860) 685-8912 / 8330.



STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC SAFETY
DIVISION OF FIRE, EMERGENCY AND BUILDING SERVICES

Building Code Enforcement Pre-Licensure Program

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Introduction

The Office of Education & Data Management, in cooperation with the Office of the State Building Inspector, is responsible for the administration of the Building Code Official Licensure. This includes the administration of the licensure examination and training process for Building Officials, Assistant Building Officials and all other classifications of building code enforcement licensure.

The following licensure information and application form are provided to assist individuals interested in becoming licensed in the State of Connecticut under one of the following nine classifications:

- Building Official
- Assistant Building Official
- Residential Building Inspector
- Plan Review Technician
- Mechanical Inspector
- Electrical Inspector
- Plumbing Inspector
- Heating & Cooling Inspector
- Construction Inspector

Overview of Requirements

The requirements for Building Code Enforcement Licensure are established under the Connecticut General Statutes 29-262 and the Department of Public Safety's Administrative Regulations.

The Office of Education & Data Management has developed a pre-licensure training program to assist qualified candidates in licensure examination preparation.

Individuals should complete the enclosed application for the Pre-Licensure training program with examination and submit it to the Office of Education and Data Management prior to the application deadline in order to be considered for the pre-licensure program.

Program information, application and schedules are also included in this package.

Application Process

FORMS

An application form must be submitted to the Office of Education & Data Management. Municipal employees meeting the requirements for Building Code Enforcement Licensure will be given preference for admittance into the pre-licensure program. The State Building Inspector and the Director of Education & Data Management will be the final decision-makers on admittance into the program.

ACCEPTANCE LETTER

Applicants accepted into the program will receive a written letter of acceptance from the Office of Education and Data Management. This letter will include the individual's identification number, registration information, class dates and times along with directions to class facilities.

ATTENDANCE MATRIX

Required Course Days By Licensure Category

PROGRAMS		LICENSE CATEGORY								
Session #	Program Course Title	BO	ABO	PRT	RBI	MI	EI	CI	PI	HCI
2003 INTERNATIONAL RESIDENTIAL CODE Section										
1-101	State Building Code, IRC Administration	2	2	2	2	2	2	2	2	2
1-102	IRC Building Inspection	4	4		4			4		
1-103	IRC Mechanical Inspection	3	3		3	3				3
1-104	IRC Plumbing Inspection	3	3		3	3			3	
1-105	Introduction to IRC Electrical Inspection	2	2	2	2		2			
1-106	IRC Electrical Inspection	4	4	4	4		4			
1-107	Residential Plan Review	2	2	2	2			2		
2003 INTERNATIONAL BUILDING CODE Section										
1-201	State Building Code	2	2	2	2	2	2	2	2	2
1-202	Nonstructural Plan Review	3	3	3				3		
1-203	Structural Overview	2	2	2				2		
1-204	Accessibility	1	1							
1-205	Fire Protection System	1	1			1			1	
1-206	Fire Sprinkler Plan Review	1	1	1		1			1	
1-207	Solving Means of Egress Problems in Commercial Structures	1	1							
1-208	Special and Mixed Uses	1	1							
1-209	State Building Code Inspection Techniques	1	1					1		
2003 INTERNATIONAL MECHANICAL CODE SECTION										
1-301	International Mechanical Code	2	2	2		2				2
1-302	International Residential Mechanical Inspection	1	1			1				1
2003 INTERNATIONAL PLUMBING CODE Section										
1-401	International Plumbing Code	2	2	2		2			2	
1-402	Plumbing Code Inspection Techniques	1	1			1			1	
2003 OTHER INTERNATIONAL CODE Section										
1-501	International Energy Conservation Code	2	2	2	2	2	2		2	2
1-502	International Existing Building Code	1	1	1				1		
2005 NATIONAL ELECTRICAL CODE SECTION										
1-601	National Electrical Code, Part 1	4	4	4			4			
1-602	National Electrical Code, Part 2	2	2	2			2			
1-603	Electrical Plan Review	2	2	2			2			
REQUIRED ATTENDANCE		50	50	33	24	20	20	17	14	12

COURSE DESCRIPTIONS

Residential Module is based on the 2003 International Residential Code (IRC) portion of the State Building Code		
SESSION #	DAYS	MODULE COURSE DESCRIPTION
1-101	2	State Building Code and the ICC 2003 International Residential Code (IRC) This session is an introduction to the State Building Code focusing on the ICC 2003 International Residential Code. This module is delivered to all Code Enforcement Disciplines.
1-102	4	Performing International Residential Code Building Inspection provides step-by-step procedures to follow when conducting a one and two family dwelling building inspection.
1-103	3	One & Two Family Dwelling Mechanical Inspection explains the tasks performed by a residential <u>mechanical</u> inspector to verify that a one and two family dwelling complies with code.
1-104	3	One & Two Family Dwelling Plumbing Inspection explains the tasks performed by a residential <u>plumbing</u> inspector to verify that a one and two family dwelling complies with code.
1-105	2	Introduction to Residential Electrical Inspection explains and identifies basic <u>electrical</u> terminology based on the 2002 National Electrical Code (NEC) and the 2003 IRC necessary to initiate basic electrical inspection of one & two family dwellings.
1-106	4	Residential Electrical Inspection based on Part VIII of the 2003 International Residential Code that explains the installation and inspection of electrical systems in new one and two family dwellings.
1-107	2	Residential Plan Review provides a procedure for reviewing residential building plans and specifications.

Building Module is based on the 2003 International Building Code portion of the State Building Code		
SESSION #	DAYS	MODULE COURSE DESCRIPTION
1-201	2	State Building Code and the 2003 International Building Code. This session is divided into multiple topics that over-view the 2003 International Building Code
1-202	3	Nonstructural Provisions session provides step-by-step procedures for reviewing construction documents for compliance with code.
1-203	2	Structural Overview presents the ICC method for reviewing construction documents for compliance with code.
1-204	1	Accessibility explains the building code and standard provisions, which enables people with disabilities to use buildings of all types.
1-205	1	Fire Protection System session helps participants understand the requirements contained in Chapter 9 and other applicable sections of the 2003 International Building Code relating to fire protection systems.
1-206	1	Fire Sprinkler Plan Review session helps participants understand the responsibilities for plan review of all types of sprinkler systems as per 2003 International Building Code and cross-references.
1-207	1	Solving Means of Egress Problems in Commercial Structures (ICC) provides participants an opportunity to apply their knowledge about egress and develop their problem-solving skills using construction documents and problem scenarios.
1-208	1	Special and Mixed Uses (ICC) provides an overview and application of code requirements for mixed uses, high hazard, unlimited area occupancies, covered malls and high-rise buildings.
1-209	1	ICC/State Building Code Inspection Techniques provides step-by-step procedures performed when conducting building inspection to determine compliance with the State Building Code modified by the Connecticut supplement.

MECHANICAL Module is based on the 2003 International Mechanical Code (IMC) portion of the State Building Code		
SESSION #	DAYS	MODULE COURSE DESCRIPTIONS
1-301	2	Overview - International Mechanical Code 2003 assists code officials in locating, describing and applying code requirements of the IMC to determine compliance or noncompliance
1-302	1	Mechanical Inspection II (advanced applications of the IMC) describes code requirements for mechanical inspection tasks according to the 2003 International Mechanical Code. Applying checklists to drawing installations practices inspection tasks and steps.

PLUMBING Module is based on the 2003 International Plumbing Code (IPC) portion of the State Building Code		
SESSION #	DAYS	MODULE COURSE DESCRIPTIONS
1-401	2	Overview - International Plumbing Code 2003 assists code officials in locating, describing and applying code requirements of the 2003 International Plumbing Code to determine compliance or noncompliance.
1-402	1	Plumbing Installations Based on the 2003 IPC provides step-by-step procedures performed when conducting plumbing inspection to determine compliance with the 2003 International Plumbing Code.

OTHER 2003 INTERNATIONAL CODES Module based upon 2003 (IECC & IEBC)		
Session #	Days	MODULE COURSE DESCRIPTIONS
1-501	2	International Energy Conservation Code 2003 provides a chapter by chapter explanation of application of the (IECC) from Residential and Commercial applications. Including a look at the use of REScheck & COMcheck software.
1-502	1	International Existing Building Code 2003 provides a step by step application for the building official in application and enforcement of this new code.

ELECTRICAL Module is based on the NFPA 2005 National Electrical Code (NEC) portion of the State Building Code		
SESSION #	DAYS	MODULE COURSE DESCRIPTIONS
1-601	4	National Electrical Code 2005 Part I is based on the 2005 NEC (National Electrical Code) and explains the installation requirements for electrical wiring, protection, methods and materials in new and existing structures.
1-602	2	National Electrical Code 2005 Part II is based on the 2005 NEC and explains the installation requirements for electrical equipment for special occupancies, special equipment, special conditions and communication systems in new and existing structures.
1-603	2	Electrical Plan Review teaches basic methods for reviewing construction documents for compliance with the electrical requirements of the 2005 NEC.

OFFICE OF EDUCATION AND DATA MANAGEMENT
1111 COUNTRY CLUB ROAD
MIDDLETOWN, CT 06457
TELEPHONE: (860) 685- 8912 / 8330
FAX: (860) 685-8611

WEBSITE: <http://www.ct.gov/dps>

FOR OFFICE USE ONLY

APPLICATION FORM FOR BUILDING CODE ENFORCEMENT LICENSURE THROUGH THE PRE-LICENSURE PROGRAM

Please type or print clearly and completely. Any missing information may result in delays and/or denial of admittance to the Building Code Enforcement Pre-Licensure Training Program. Return completed application and registration form to the above address.

APPLICANT'S LEGAL LAST NAME		FIRST NAME		MIDDLE	DATE
MAILING ADDRESS		TOWN		STATE	ZIP
*LAST FOUR DIGITS SOCIAL SECURITY NUMBER (SEE BELOW)			DATE OF BIRTH		
WORK TELEPHONE NUMBER	HOME TELEPHONE NUMBER	E-MAIL			

* The Office of Education and Data Management utilizes the last four digits of your social security number as unique source of identification. It will be used for identification purposes only, including the recording and retrieval of information relative to the accumulation of continuing education credits.

LICENSE APPLYING FOR:(Check only one per application)

- ☐ BUILDING OFFICIAL
- ☐ ASSISTANT BUILDING OFFICIAL
- ☐ **PROVISIONAL** BUILDING OFFICIAL (Check only if you are to be appointed) and attach a letter from the appointing authority stating the date you will be appointed as "Provisional Building Official."
- ☐ RESIDENTIAL BUILDING INSPECTOR
- ☐ PLAN REVIEW TECHNICIAN
- ☐ MECHANICAL INSPECTOR (Includes Plumbing, Heating & Cooling)
- ☐ ELECTRICAL INSPECTOR
- ☐ PLUMBING INSPECTOR
- ☐ HEATING AND COOLING INSPECTOR
- ☐ CONSTRUCTION INSPECTOR

Fill out the remaining five (5) pages

EDUCATIONAL BACKGROUND				
HIGH SCHOOL	NAME OF HIGH SCHOOL			
	ADDRESS	TOWN	STATE	ZIP CODE
	DATES ATTENDED FROM		TO	
	DATE SUCCESSFULLY COMPLETED	DEGREE/CERTIFICATE EARNED		
	IF VOCATIONAL /TECHNICAL SCHOOL, NAME THE DISCIPLINE (i.e. PLUMBING, ELECTRICAL)			

COLLEGE	NAME OF COLLEGE			
	ADDRESS	TOWN	STATE	ZIP CODE
	DATES ATTENDED FROM		TO	
	DATE SUCCESSFULLY COMPLETED	DEGREE/CERTIFICATE EARNED (Example: CIVIL ENGINEERING)		

GRADUATE SCHOOL	NAME OF GRADUATE SCHOOL			
	ADDRESS	TOWN	STATE	ZIP CODE
	DATES ATTENDED FROM		TO	
	DATE SUCCESSFULLY COMPLETED	DEGREE/CERTIFICATE EARNED		

CODE RELATED COURSE	NAME OF SCHOOL			
	ADDRESS	TOWN	STATE	ZIP CODE
	DATES ATTENDED FROM		TO	
	DATE SUCCESSFULLY COMPLETED	DEGREE/CERTIFICATE EARNED (Example: CARPENTRY)		

CODE RELATED COURSE	NAME OF SCHOOL			
	ADDRESS	TOWN	STATE	ZIP CODE
	DATES ATTENDED FROM		TO	
	DATE SUCCESSFULLY COMPLETED	DEGREE/CERTIFICATE EARNED (Example: CARPENTRY)		

Note: Use additional sheets of paper if necessary and attach.

CURRENT CERTIFICATION/LICENSE

Complete the following if you are currently licensed by the Office of State Building Inspector (OSBI) and the Codes & Standards Committee OR if you are currently registered, licensed or certified as an Architect, Engineer, Contractor, Electrical, HVAC, Plumbing, "other".

A copy of your license(s) must be attached to the Application.

TYPE OF LICENSE/CERTIFICATE	NUMBER
STATE	DATE WHEN FIRST ISSUED

TYPE OF LICENSE/CERTIFICATE	NUMBER
STATE	DATE WHEN FIRST ISSUED

TYPE OF LICENSE/CERTIFICATE	NUMBER
STATE	DATE WHEN FIRST ISSUED

HAS LICENSE/CERTIFICATION EVER BEEN SUSPENDED OR REVOKED? ☐ No ☐ Yes*

*IF YES: COMPLETE THE FOLLOWING:

TYPE OF LICENSE/CERTIFICATE	NUMBER
STATE	DATE SUSPENDED/REVOKED:

If "YES" please describe the specifics

BUILDING CONSTRUCTION RELATED AFFILIATIONS

List below organizations, committees, associations, etc., in which you have participated.

NAME OF ORGANIZATION, COMMITTEE, ASSOCIATION	DATES (MO/YR) FROM TO
PRINCIPAL ACTIVITIES	
OFFICE HELD	

NAME OF ORGANIZATION, COMMITTEE, ASSOCIATION	DATES (MO/YR) FROM TO
PRINCIPAL ACTIVITIES	
OFFICE HELD	

Note: Use additional sheets of paper if necessary and attach.

TECHNICAL EXPERIENCE List all FULL TIME and PART TIME positions held over the last ten years in chronological order with the most recent first. If PART TIME, indicate hours worked.				
1. OFFICIAL JOB TITLE			DATES OF EMPLOYMENT (MO/YR) FROM TO	
WORK YOU PERFORMED <input type="checkbox"/> DESIGN <input type="checkbox"/> CONSTRUCTION <input type="checkbox"/> SUPERVISION <input type="checkbox"/> OTHER (SPECIFY):				
HOURS WORKED <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME IF PART TIME, NUMBER HOURS WORKED PER WEEK:				
EMPLOYER'S BUSINESS NAME	STREET ADDRESS	TOWN	STATE	ZIP CODE
TYPE OF BUSINESS		EMPLOYER'S TELEPHONE NUMBER		
NAME OF IMMEDIATE SUPERVISOR (Who can be contacted)		SUPERVISOR'S TELEPHONE NUMBER		
IMMEDIATE SUPERVISOR'S ADDRESS		TOWN	STATE	ZIP CODE
DESCRIBE <u>IN DETAIL</u> DUTIES PERFORMED				
2. OFFICIAL JOB TITLE			DATES OF EMPLOYMENT (MO/YR) FROM TO	
WORK YOU PERFORMED <input type="checkbox"/> DESIGN <input type="checkbox"/> CONSTRUCTION <input type="checkbox"/> SUPERVISION <input type="checkbox"/> OTHER (SPECIFY):				
HOURS WORKED <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME IF PART TIME, NUMBER HOURS WORKED PER WEEK:				
EMPLOYER'S BUSINESS NAME	STREET ADDRESS	TOWN	STATE	ZIP CODE
TYPE OF BUSINESS		EMPLOYER'S TELEPHONE NUMBER		
NAME OF IMMEDIATE SUPERVISOR (Who can be contacted)		SUPERVISOR'S TELEPHONE NUMBER		
IMMEDIATE SUPERVISOR'S ADDRESS		TOWN	STATE	ZIP CODE
DESCRIBE <u>IN DETAIL</u> DUTIES PERFORMED				

Note: Use additional sheets of paper if necessary and attach.

3. OFFICIAL JOB TITLE				DATES OF EMPLOYMENT (MO/YR) FROM TO	
WORK YOU PERFORMED <input type="checkbox"/> DESIGN <input type="checkbox"/> CONSTRUCTION <input type="checkbox"/> SUPERVISION <input type="checkbox"/> OTHER (SPECIFY):					
HOURS WORKED <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME IF PART TIME, NUMBER HOURS WORKED PER WEEK:					
EMPLOYER'S BUSINESS NAME		STREET ADDRESS		TOWN	STATE ZIP CODE
TYPE OF BUSINESS				EMPLOYER'S TELEPHONE NUMBER	
NAME OF IMMEDIATE SUPERVISOR (Who can be contacted)				SUPERVISOR'S TELEPHONE NUMBER	
IMMEDIATE SUPERVISOR'S ADDRESS				TOWN	STATE ZIP CODE
DESCRIBE <u>IN DETAIL</u> DUTIES PERFORMED					

4. OFFICIAL JOB TITLE				DATES OF EMPLOYMENT (MO/YR) FROM TO	
WORK YOU PERFORMED <input type="checkbox"/> DESIGN <input type="checkbox"/> CONSTRUCTION <input type="checkbox"/> SUPERVISION <input type="checkbox"/> OTHER (SPECIFY):					
HOURS WORKED <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME IF PART TIME, NUMBER HOURS WORKED PER WEEK:					
EMPLOYER'S BUSINESS NAME		STREET ADDRESS		TOWN	STATE ZIP CODE
TYPE OF BUSINESS				EMPLOYER'S TELEPHONE NUMBER	
NAME OF IMMEDIATE SUPERVISOR (WHO CAN BE CONTACTED)				SUPERVISOR'S TELEPHONE NUMBER	
IMMEDIATE SUPERVISOR'S ADDRESS				TOWN	STATE ZIP CODE
DESCRIBE <u>IN DETAIL</u> DUTIES PERFORMED					

Note: Use additional sheets of paper if necessary and attach.

REFERENCES

List the names of three (3) persons familiar with your educational background and/or experience and who are associated with the construction industry and are not related to you. Do not name a member of the Codes and Standards Committee or the State Building Inspector.

NAME	TELEPHONE NUMBER		
ADDRESS	TOWN	STATE	ZIP CODE
RELATION TO APPLICANT <input type="checkbox"/> EDUCATION <input type="checkbox"/> BUSINESS <input type="checkbox"/> OTHER (SPECIFY)			

NAME	TELEPHONE NUMBER		
ADDRESS	TOWN	STATE	ZIP CODE
RELATION TO APPLICANT <input type="checkbox"/> EDUCATION <input type="checkbox"/> BUSINESS <input type="checkbox"/> OTHER (SPECIFY)			

NAME	TELEPHONE NUMBER		
ADDRESS	TOWN	STATE	ZIP CODE
RELATION TO APPLICANT <input type="checkbox"/> EDUCATION <input type="checkbox"/> BUSINESS <input type="checkbox"/> OTHER (SPECIFY)			

AFFIDAVIT

I certify that, to the best of my knowledge and belief, the foregoing statements are true and made in good faith.

Applicant's Signature

Date



STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC SAFETY
DIVISION OF FIRE, EMERGENCY AND BUILDING SERVICES

Building Code Enforcement Pre-Licensure Program

APPLICANT CHECKLIST

Note: *To ensure that you have completed all of the required forms please use this checklist.*

Application Form	
	Completed six-page Application in its Entirety
	Signed Application
	Attached Copies of Current Certifications and Licenses

Connecticut General Statutes
Section 29-261
Qualifications of Building Officials and Assistant Building Officials

Section 29-261, of the Connecticut General Statutes, pertains to the **minimum qualifications** of building officials and assistant building officials. The following excerpt of the statute is provided for your convenience.

Sec. 29-261. (Formerly Sec. 19-397). Qualifications of building officials and assistant building officials. Powers and duties. (a) The building official, to be eligible for appointment, shall have had at least five years' experience in construction, design or supervision and assistant building officials shall have had at least three years' experience in construction, design or supervision, or equivalent experience as determined by the Commissioner of Public Safety. They shall be generally informed on the quality and strength of building materials, on the accepted requirements of building construction, on the accepted requirements of design and construction relating to accessibility to and use of buildings by the physically disabled, on good practice in fire prevention, on the accepted requirements regarding light and ventilation, on the accepted requirements for safe exit facilities and other items of equipment essential for the safety, comfort and convenience of occupants and shall be certified under the provisions of section 29-262.

Administrative Regulations Regarding Minimum Qualifications Of Building Code Enforcement Officials

Sec. 29-262-1b. Classes of licensure

The classes of licensure are as follows:

- (1) Building official;
- (2) Assistant building official;
- (3) Residential building inspector
- (4) Plan review technician;
- (5) Mechanical inspector;
- (6) Electrical inspector;
- (7) Plumbing inspector;
- (8) Heating and cooling inspector; and
- (9) Construction inspector.

Sec. 29-262-2b. Building official duties, minimum qualifications and continuing education requirement

The duties and minimum qualifications of a building official are as set forth in section 29-261 of the Connecticut General Statutes.

Sec. 29-262-3b. Provisional building official appointments

The *minimum qualifications* that shall be demonstrated prior to appointment as a provisional building official are as follows:

1. The appointee shall have had at least five years of experience in construction, design or supervision
2. The appointee shall be generally informed regarding the quality and strength of building materials
3. The appointee shall be generally informed regarding the accepted requirements of building construction
4. The appointee shall be generally informed regarding the accepted requirements of design and construction relating to accessibility to and use of buildings by the physically handicapped
5. The appointee shall be generally informed regarding good practice in fire prevention
6. The appointee shall be generally informed regarding the accepted requirements for light and ventilation
7. The appointee shall be generally informed regarding the accepted requirements for safe exit facilities and other items of equipment essential for the safety, comfort and convenience of occupants
8. Prior to appointment, a candidate shall have filed an application for licensure as a building official with the state building inspector.

Not later than ninety (90) days after appointment as a provisional building official, such provisional building official shall have passed the state test for licensure as a building official. In the event that a provisional building official does not become licensed as a building official within the ninety (90) days after appointment as a provisional building official, the provisional appointment shall lapse and the appointee shall be ineligible for reappointment as a provisional building official by the original appointing authority.

Sec. 29-262-4b. Assistant building official duties and minimum qualifications

The minimum qualifications of an assistant building official are as set forth in subsection (a) of section 29-261 of the Connecticut General Statutes.

Sec. 29-262-5b. Residential building inspector duties and minimum qualifications

The *minimum qualifications* of a residential building inspector are as follows:

1. Completion of high school, vocational school or the equivalent;
2. Possession of least five (5) years of experience in the construction, design or supervision of the construction of one- and two-family detached dwellings and one-family townhouses;
3. Be generally informed regarding the quality and strength of building materials, the accepted requirements of building construction, the accepted requirements for light and ventilation, the accepted requirements for safe exit facilities and other items of equipment essential for the safety, comfort and convenience of occupants of one- and two-family detached dwellings and one-family townhouses and their accessory structures; and

Demonstration of the following:

- (A) Ability to read and interpret plans and specifications of one- and two-family detached dwellings and one-family townhouses and their accessory structures;
- (B) Ability to recognize faulty construction and unsafe conditions in new and existing one- and two-family detached dwellings and one-family townhouses and their accessory structures;
- (C) Ability to express oneself clearly and concisely both orally and in writing.

Sec. 29-262-6b. Plan review technician duties and minimum qualifications

The *minimum qualifications* of a plan review technician are as follows:

1. Completion of high school, vocational school or the equivalent;
2. Possession of three (3) years of experience in the fields of building construction or code interpretation or enforcement; and

Demonstration of the following:

- (A) Thorough knowledge of applicable codes, referenced standards and other regulations;
- (B) Ability to read and interpret plans and specifications;
- (C) Knowledge of building construction materials and the principles, practices and methods of building design;
- (D) Ability to examine and make recommendations on plans submitted for approval;
- (E) Ability to express oneself clearly and concisely, both orally and in writing.

Sec. 29-262-7b. Mechanical inspector duties and minimum qualifications

The *minimum qualifications* of a mechanical inspector are as follows:

1. Completion of high school, vocational school or the equivalent;
2. Possession of a valid P-1 “Unlimited Contractor” or P-2 “Unlimited Journeyman” license and either a valid S-1 “Unlimited Contractor” or S-2 “Unlimited Journeyman” license;
3. Maintenance or improvement of the applicable trade license issued pursuant to Chapter 390 of the Connecticut General Statutes during his or her tenure in the position; and

Demonstration of the following:

- (A) Thorough knowledge of materials and methods used in the installation of plumbing, heating, air conditioning and refrigeration installations;
- (B) Thorough knowledge of the applicable plumbing and mechanical codes, referenced standards and other regulations;
- (C) Ability to read and interpret plans and specifications;
- (D) Ability to diagnose violations, hazards, and unsafe or unsanitary conditions caused by faulty materials or poor workmanship in new or existing mechanical installations
- (E) Ability to express oneself clearly and concisely, both orally and in writing.

Sec. 29-262-8b. Electrical inspector duties and minimum qualifications

The *minimum qualifications* of the electrical inspector are as follows:

1. Completion of high school, vocational school or the equivalent;
2. Possession of a valid E-1 “Unlimited Contractor” license or an E-2 “Unlimited Journeyman” license for not less than two (2) years;
3. Maintenance or improvement of the trade license issued pursuant to Chapter 390 of the Connecticut General Statutes during his or her tenure in the position; and

Demonstration of the following:

- (A) Thorough knowledge of the methods, materials and techniques of the electrical trade;
- (B) Thorough knowledge of applicable codes, referenced standards and other related regulations;
- (C) Ability to diagnose violations, unsafe conditions and hazards in new and existing electrical installations;
- (D) Ability to read and interpret plans and specifications;
- (E) Ability to express oneself clearly and concisely, both orally and in writing.

Sec. 29-262-9b. Plumbing inspector duties and minimum qualifications

The *minimum qualifications* of a plumbing inspector are as follows:

1. Completion of high school, vocational school or the equivalent;
2. Possession of a valid P-1 "Unlimited Contractor" license or a P-2 "Unlimited Journeyman" license for a minimum of two (2) years;
3. Maintenance or improvement of the applicable trade license issued pursuant to Chapter 390 of the Connecticut General Statutes during his or her tenure in the position; and

Demonstration of the following:

- (A) Thorough knowledge of applicable codes, referenced standards and other related regulations;
- (B) Thorough knowledge of methods, materials and techniques of plumbing installations;
- (C) Ability to diagnose plumbing code violations, hazards, unsafe conditions and unsanitary conditions in new and existing plumbing installations;
- (D) Ability to read and interpret plans and specifications;
- (E) Ability to express oneself clearly and concisely, both orally and in writing.

Sec. 29-262-10b. Heating and cooling inspector duties and minimum qualifications.

The *minimum qualifications* of a heating and cooling inspector are as follows:

1. Completion of high school, vocational school or the equivalent;
2. Possession of a valid S-1 "Unlimited Contractor" license or an S-2 "Unlimited Journeyman" license for a minimum of two (2) years;
3. Maintenance or improvement of the applicable trade license issued pursuant to Chapter 390 of the Connecticut General Statutes during his or her tenure in the position; and

Demonstration of the following:

- (A) Thorough knowledge of applicable codes, referenced standards and other related regulations;
- (B) Thorough knowledge of the methods and materials used in the installation of heating, refrigeration, ventilation and air conditioning systems;
- (C) Knowledge of steam fitting;
- (D) Ability to read and interpret plans and specifications;
- (E) Ability to diagnose violations, unsafe conditions, and hazards in new and existing heating and cooling installations;
- (F) Ability to express oneself clearly and concisely, both orally and in writing

Sec. 29-262-11b. Construction inspector duties and minimum qualifications.

The *minimum qualifications* of a construction inspector are as follows:

1. Completion of high school, vocational school or the equivalent;
2. Possession of three (3) years of experience in building construction; and

Demonstration of the following:

- (A) Thorough knowledge of the materials, methods and techniques used in building construction;
- (B) Thorough knowledge of applicable codes, referenced standards and other related regulations;
- (C) Ability to read and interpret plans and specifications;
- (D) Ability to recognize faulty construction or hazardous and unsafe conditions in new and existing installations;
- (E) Ability to express oneself clearly and concisely, both orally and in writing.

WHERE TO OBTAIN THE STATE BUILDING CODE

Copies of the State Building Code Supplement and Amendments will be referenced in all modules of the pre-licensure program. The current Connecticut State Building Code consists of the following document which will be provided in Session #101 of the pre-licensure program: **State Building Code 2005 Connecticut Supplement.**

Also, all modules in the pre-licensure program reference various codes. Depending on the class of licensure there are corresponding codebooks that will be used. You are required to purchase your own code books. These are the model codes required for the pre-licensure courses: (see appendix C for applicability to your chosen program)

2003 ICC - International Building Code
2003 ICC – International Mechanical Code
2003 ICC – International Plumbing Code
2003 ICC/ANSI A117.1 Accessible and Usable
Buildings and Facilities

2005 National Electric Code (NFPA-70)
2003 ICC - International Residential Code
2003 ICC – International Energy Conservation Code
2003 ICC – International Existing Building Code

Available From:

Only ICC Codes:

International Code Council

4051 West Flossmoor Rd.
Country Club Hills, IL 60478-5795
Tel: 1-888-422-7233
Fax: 1-205-591-0775
Web: <http://www.iccsafe.org>

Only NFPA Codes:

National Fire Protection Assoc.

Batterymarch Park
Quincy, MA 02269
Tel: 1-800-344-3555
Fax: 1-617-770-0700
Web: <http://www.nfpa.org>

All Model Codes Are Available From:

Amazon

Amazon.com
Web: <http://www.amazon.com>

CT Building Officials Assoc.

c/o Mr. William Fuhrman
174 Lakes Rd.
Bethlehem, CT 06751
Tel: 1-203-266-7935
E-Mail: cbrf@snet.net
Web: <http://cboa.govoffice.com/>

Bookmark, Inc.

13976 Santa Fe Trail Dr.
Lenexa, KS 66215
Tel: 1-800-642-1288
Fax: 1-913-894-1842
Web: <http://www.bookmarki.com/>

Construction Book Express

Suite 500
30 Oser Ave.
Hauppauge, NY 11788
Tel: 1-800-253-0541
Fax: 1-800-647-7233
Web: <http://www.constructionbook.com>

Contractor Books

12 Old Dock Rd.
Yaphank, NY 11980
Tel: 1-631-924-4800
Fax: 1-631-924-6580
Web: <http://www.contractor-books.com>

Inspector Tools

Suite 11
4848 Colt St.
Ventura, CA 93003
Tel: 1-800-895-4916
Fax: 1-800-895-4917
Web: <http://www.inspectortools.com/booksother.html>

CONTACT INFORMATION

*All application related questions are to contact the Office of Education & Data Management
Mail completed application for Building Code Enforcement Licensure Program with supporting documents to:*

Office of Education & Data Management

Business hours are Monday through Friday from 8:00 am to 4:30 pm. EST/EDST

CT Department of Public Safety
Office of Education & Data Management
1111 Country Club Road
Middletown CT 06457

Tel (860) 685-8912 or (860) 685-8330

Fax (860) 685-8611

Attention: Licensure Application Section / 3-C

Web: www.ct.gov/dps

Office of State Building Inspector

Business hours are Monday through Friday from 8:00 am to 4:30 pm. EST/EDST

CT Department of Public Safety
Office of State Building Inspector
1111 Country Club Road
Middletown CT 06457

Tel (860) 685-8310

Fax (860) 685-8365

Web: www.ct.gov/dps